

TEMPLATE FOR A POST-DECLARATION SUBRECIPIENT RECOVERY PLAN

<INSERT NAME OF SUBRECIPIENT> PUBLIC ASSISTANCE RECOVERY PLAN
for <INSERT DISASTER NAME>

INSTRUCTIONS

This document is intended to be a sample format that Subrecipients can use as guidance as they develop their own Public Assistance Recovery Plan for each disaster specific event. Each Subrecipient should tailor the format of their Recovery Plans, as needed, to best identify damages, impacts, priorities, and help explain their own process of administering the disaster grant funding.

Bolded and capitalized text is to be used as guidance and is not to be included in the final Plan as suggested text. *Notes are provided in appropriate sections to indicate your need to comply with specific regulatory requirements.*

When referencing existing documentation, summarize and provide reference or citation. Where possible, please cite section or paragraph. DHS&EM may request the actual source documentation if necessary.

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I. PURPOSE

The purpose of this plan is to identify the <Insert Name of Subrecipient>, (hereinafter referred to as the Applicant) damages/impacts, gaps in recovery capabilities, organizational structure to implement recovery efforts/manage sub-grant activities, priorities in recovery, and sources of possible funding.

The Applicant assures DHS&EM that it shall comply with all applicable statutes and regulations in effect during the periods for which it receives grant funding, including requirements for permitting, procurement, and applicable codes and standards.

II. DAMAGE/IMPACT OVERVIEW, RECOVERY PROJECTS AND PRIORITIES

- A. The following is an overview of the damages and impacts from the <Insert Disaster Name> to <Insert Subrecipient Name> owned facilities, or facilities in which the legal responsibility for damages rests with <Insert Subrecipient Name>.
 - 1. *<List each facility that was damaged as a direct result of the declared disaster and provide specific impacts the damages are having on your community or organization. Include date of damages, cause of damages, information regarding maintenance of facility, use of facility (active use or alternate use at time of disaster), information on facilities that were under construction at the time of the disaster or those scheduled for replacement at the time of the disaster (See PA Guide Pages 22-28)>*
- B. Identification of damages/impacts and a review of existing capabilities and resources provide the foundation in which communities or organizations can effectively plan for and prioritize the recovery efforts
- C. This section of the Recovery Plan should clearly provide specific details on how the community or organization will address recovery efforts on a project by project basis. Each project listed below should include the following details:

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1. Description and dimensions of damages and identification of cause of damage
2. Planned scope of work detailing how the damages will be repaired or replaced
3. Proposed mitigation efforts
4. Estimated costs for repair/replacement activities
5. Priority of project
6. Funding strategy (Where can this project be supported financially? (e.g., other grants, internal funding, alternate projects, etc)

III. DISASTER RECOVERY ASSESSMENT TOOL and GAP ANALYSIS

- A. The Disaster Recovery Assessment Tool is intended to help authorities analyze the damages/impacts of a disaster while considering the subrecipients capacity to promote its own recovery. This includes the ability to effectively address disaster related repair/replacement efforts and the ability to manage the disaster related grant according to the programmatic requirements of the Public Assistance program.
- B. Completion of the Disaster Recovery Assessment Tool is a coordinated effort between the State DHS&EM and the affected local government or organization and should be completed following the applicant briefing and kick-off meeting.
 1. Provide an analysis of the Disaster Recovery Assessment. The analysis should include information on the following:
 - (a) Gaps in capabilities and/or resources
 - (b) Plans for addressing any identified gaps
 - (c) Identification of High Risk subrecipient and information on any sanctions placed as a result of being classified “High Risk” to include details on how to reverse the High Risk classification

IV. ORGANIZATIONAL STRUCTURE

- A. When disasters and emergencies occur, the magnitude of the work can be overwhelming. Often the work is different than the work you usually accomplish, and as the subrecipient, you have specific roles and responsibilities to ensure compliance with the programmatic requirements of the Public Assistance program.

Effective and efficient recovery of a disaster may overwhelm existing resources and capabilities. Careful planning of internal roles and responsibilities will aid in limiting the effects the disaster has on your ability to recover in a timely manner.

- B. Of primary importance is who will coordinate the recovery process and oversee compliance with the various roles, responsibilities, and program requirements. The designated lead will vary depending on local traditions, local government structure, and other factors that may influence this decision.

The real issue is not so much who is put in the lead role but whether that person has the authority to guide, direct, and compel others to achieve disaster recovery plans. A clear choice of leadership for managing recovery and reconstruction also provides a central point of contact, information, and accountability for the State.

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- C.** Identify who within your community or organization will be included in your organizational structure for recovery efforts.
 - 1.** Primary point of contact –
 - 2.** Project/Construction Management –
 - (a)** NOTE: Project management is the oversight of an eligible project from the recovery planning phase to completion of projects and include activities such as:
 - (i)** Direct management of projects
 - (ii)** Oversee procurement/contract activities required to complete recovery work
 - (iii)** Management of construction work completed by othersConstruction Management is the oversight of the work necessary to complete each project. Project Managers oversee the entire project from design to project completion, while construction management oversees simply the construction of the facility according to the designs.
 - 3.** Finance/Grant Administration –

V. PROJECT CONSTRUCTION SCHEDULE

- A.** Effective disaster recovery is directly related to having a well thought out and planned execution for completing each disaster project. This must include key milestones, goals, and objectives to help measure success.
- B.** On a project by project basis, provide specific details regarding your plans for executing the work. This should include key dates for major milestones, to include completing the project.